

## Job Announcement

**POSITION TITLE:** Education Program Assistant I  
**LOCATION:** Administrative Office of the Courts - Salt Lake City  
**HIRING RANGE:** 37 - 42/ \$13.26 - \$15.17 DOE  
**TYPE OF POSITION:** Half-time with benefits  
**CLOSING DATE:** June 29, 2006 at 5:00 p.m.

**DIRECT APPLICATIONS TO:** Human Resources  
Administrative Office of the Courts  
450 South State; P.O. Box 140241  
Salt Lake City, Utah 84114-0241  
(801) 578-3890 (phone)  
(801) 238-7814 (fax)

**DUTIES:** Responsible for facilitating all related activities associated with coordinating approximately 6 to 10 educational conferences per year. Works with an administrative superior in forecasting, managing and tracking conferences budgets, and coordinating program registration. Additional duties include:

- Negotiating with hotels or conference centers to book meeting space/lodging rates with an awareness of budgetary restrictions and cost containment.
- Contracting with hotels or conference facilities for meeting space, lodging, catering, audio visual equipment, etc.
- Preparing and administering program/conference budget including payment of all expenses connected with the program.
- Printing and distributing registration and program materials.
- Developing and refining procedures, forms, and files.
- Sending out standardized letters related to conferences

**MINIMUM QUALIFICATIONS:** Associates degree in Business, Communications, Public Relations, or related field plus three years experience in a related position or equivalent combination of education and experience. Prefer experience directly related to public relations, meeting, or special event management. Excellent customer service skills, negotiation skills, and attention to detail are also required.

**SPECIAL REQUIREMENTS:** Some state-wide travel is required.

**APPLICATION PROCEDURE:** Applicants should submit a Utah State Courts application along with a brief resume of education, experience and accomplishments that both indicate how minimum qualifications are met and describe other factors that show specific aptitude for this position. Applications may be obtained online at: [www.utcourts.gov](http://www.utcourts.gov) , from Workforce Services, or from the Administrative Office of the Courts, 450 S. State St., SLC, 84114.

*The Utah State Courts are Equal Opportunity Employers. The Courts comply with all state and federal laws prohibiting discrimination, and provide reasonable accommodation to disabled individuals as required by ADA.*